

Early Transfer Form:

how the transfer of data works in practice

Patsy Prawl

Assessment Officer

Meri Pesola

Research and Statistics Officer

Where you can find the ETF

www.egfl.org.uk

Teaching and learning
Transition

This shows the ETF and Guidance. The actual ETF for your school will come through the secure system from the LA – as follows.....

1. Much of template pre-populated centrally from spring school census

For all year 6 children:

- UPN,
- name,
- DOB,
- gender,
- date of entry
- Ethnicity
- SEN status
- Primary need
- First language
- Autumn Y6 attendance
- Looked after child flag
- G&T register
- Postcode
- Home LA (derived from postcode using Mapinfo)
- Y5 attendance (from previous censuses)

Microsoft Excel - West London Transition Datasheet populated

Full name column calculated from forename / surname

available to assist with the data entry. Click on the relevant cell and the downward arrow to access the valid options.

Secondary Destination	UPN	Surname	Forename	Full Name	DOB	Gender	Date of Entry	Ethnicity	SEN Status	SEN Primary Need	First Language	Attendance
Lampton School	A313XXXXXX	Harrison	Emily	Emily Harrison	30/08/1996	F	19/01/2004	WENG	N		ENG	
The Heathland School	B313XXXXXX	Dhillon	Jas	Jas Dhillon	25/08/1996	M	02/09/2002	AIND	S	BESD	PNJ	
P307XXXXXXXX	Orange	Shuaib	Shuaib Orange	21/7/1998	M	05/09/2005	BSOM	A			SOM	
P307XXXXXXXX	Apple	Amina	Amina Apple	09/06/1998	F	05/09/2005	BSOM	N			SOM	
P307XXXXXXXX	Banana	Rukiya	Rukiya Banana	09/06/1998	F	05/09/2005	BSOM	N			SOM	
P307XXXXXXXX	Melon	Samya	Samya Melon	12/7/1998	F	05/09/2005	BSOM	P	MLD		SOM	
P307XXXXXXXX	Grapefruit	Tolulope	Tolulope Grapefruit	17/01/1998	M	05/09/2005	BAOF	P	OTH		YOR	
P307XXXXXXXX	Strawberry	Roselle	Roselle Strawberry	03/08/1998	F	07/09/2006	AOTA	N			TGL	
P307XXXXXXXX	Raspberry	Abdullahi	Abdullahi Raspberry	12/10/1997	M	05/09/2005	BSOM	N			SOM	
P307XXXXXXXX	Blueberry	Sihaam	Sihaam Blueberry	01/01/1998	F	12/09/2007	BSOM	N			SOM	
P307XXXXXXXX	Grape	Kwabena	Kwabena Grape	2/12/1997	M	05/09/2005	BGHA	N			AKA	
P307XXXXXXXX	Kiwi	Jaden	Jaden Kiwi	14/11/1997	M	05/09/2005	BCRB	A			CCF	
P307XXXXXXXX	Blackberry	Christopher	Christopher Blackberry	04/03/1998	M	05/09/2005	WBRI	P	MLD		ENG	
P307XXXXXXXX	Lemon	Hubert	Hubert Lemon	15/01/1998	M	05/09/2005	WEEU	N			POL	
P307XXXXXXXX	Lime	Shovanne	Shovanne Lime	17/6/1998	F	05/09/2005	BGHA	N			AKA	
P307XXXXXXXX	Gooseberry	Carlie	Carlie Gooseberry	07/02/1998	F	05/09/2005	MWBC	N			ENG	

2. Pre-populated templates transferred to primary schools

- Each primary schools' file uploaded onto the school to school website (S2S) (generic file) ~ end February
- Primary school administrators download and pass to appropriate person for completing
- Guidance notes and protocol available at

<http://www.egfl.org.uk/categories/teaching/transition/early.html>

3. Primary schools then complete rest of data

- KS2 predicted levels
- additional contextual data (stage of fluency, gift / talent)

Where appropriate:

- if the child has received other agency involvement / support
- if there is confidential information that needs to be transferred

			KS2 Predicted end-of-key stage Level					Other Agency Involvement/Additional Support (supporting documents available from the primary school)							Confidential Information				
QCA	On the	Specific	Reading	Writing	English	Maths	Science	CAF	Behaviour Support	EPS	EWS	SEN	EAL	LAC Team	Travellers Team	Sensory Impairment	Other	(pl. mark an X for the secondary sch to contact the primary scl	
Stage & Talentec Register	Gifted	Gift/Talent Interest	(pl. select from me	(pl. select from me	(pl. select from me	(pl. select from me	(pl. select from me	n X in the relevant field to indicate other agency involvement/additional support received											
EAL Need	Y	Music	4c	4c	4c	4c	4c											X	X
L4	N		4c	4c	4c	4c	4c		X			X							

Drop down lists make data entry as quick as possible

New this year!

MFL – choice of French,
Spanish, German, other, none

1:1 – choice of English, Maths, English and
Maths, none

Extra notes on Supplementary Schools on
the single sheet printout.

4. Completed spreadsheets returned to LA

- Completed files re-uploaded onto S2S (generic file) by end of Spring term
- LA collates these files into one central combined spreadsheet

5. Secondary destination data completed

- Admissions team provide a file with secondary destinations for year 6 pupils
- Used to populate secondary destination column (matched by UPN)

2008 PRIMARY TO SECONDARY TRANSITION: EARLY TRANSFER FORM											
Some of the cells have drop-down menus available to assist with the data entry. Click on the relevant cell and the downward arrow to access the valid options.											
School Details				Pupil Characteristics							
Primary DCSF No.	Primary School	Secondary DCSF No.	Secondary Destination	UPN	Surname	Forename	Full Name	DOB	Gender	Date of Entry	
1	3132000	Alexandra Junior	3134027	Lampton School	A313XXXXXXX	Hamison	Emily	Emily Hamison	30/08/1996	F	19/01/2004
2	3132000	Alexandra Junior	3134028	The Heathland School	B313XXXXXXX	Dhillon	Jas	Jas Dhillon	25/08/1996	M	02/09/2002
3	2005	Fruit Primary School			P307XXXXXXXX	Orange	Shuaib	Shuaib Orange	21/7/1998	M	05/09/2005
4	2005	Fruit Primary School			P307XXXXXXXX	Apple	Amina	Amina Apple	09/06/1998	F	05/09/2005
5	2005	Fruit Primary School			P307XXXXXXXX	Banana	Rukiya	Rukiya Banana	09/06/1998	F	05/09/2005
6	2005	Fruit Primary School			P307XXXXXXXX	Melon	Samya	Samya Melon	12/7/1998	F	05/09/2005
7	2005	Fruit Primary School			P307XXXXXXXX	Grapefruit	Tolulope	Tolulope Grapefruit	17/01/1998	M	05/09/2005
8	2005	Fruit Primary School			P307XXXXXXXX	Strawberry	Roselle	Roselle Strawberry	03/08/1998	F	07/09/2006
9	2005	Fruit Primary School			P307XXXXXXXX	Raspberry	Abdullahi	Abdullahi Raspberry	12/10/1997	M	05/09/2005
10	2005	Fruit Primary School			P307XXXXXXXX	Blueberry	Sihaam	Sihaam Blueberry	01/01/1998	F	12/09/2007

6. Data is swapped with neighbouring boroughs

- Extract produced for neighbouring boroughs (H&F, Hillingdon, Hounslow) with data for pupils transferring to their high schools and transferred via S2S
- Neighbouring borough's send us data for pupils transferring from their primary schools to our high schools
- This data is added to our combined file
- Combined file then split into an ETF for each high school

7. Completed files are then provided to each high school

- Completed files uploaded onto S2S by early May for high schools to download

8. High schools then use the data

- High schools can use the datasheet view for setting and analysis of needs
- Can also use the pupil data sheet to produce a one page pupil summary for discussion with primary schools.
- These can be printed individually or for all children using the print all button

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	PRIMARY/SECONDARY EARLY TRANSFER FORM														
2															
3															
4	Pupil Name: Emily Harrison		Primary School: Alexandra Junior												
5															
6	DOB: 30/08/1996		Sec Destination: Lampton School												
7															
8															
9	Pupil Characteristics														
10	Gender: F		Traveller: N												
11	Ethnicity: White English		EAL Stage: No EAL Needs												
12	Date of Entry: 19/01/2004		G&T Register: Y												
13	SEN Status: No SEN Provision		G&T Details: Music												
14	SEN Primary Need:		Attendance (full prev. yr) 95%												
15	First Language: English		Attendance (Aut Term) 80%												
16	Looked After: N														
17															
18															
19	KS2 Provisional Teacher Assessments														
20	Reading: 4c	Writing: 4c	English: 4c	Maths: 4c	Science: 4c										
21															
22															
23	Other Agency Involvement														
24	CAF		EWS		LAC										
25	Behaviour Support		SEN		Travellers Team										
26	EPS		EAL		Sensory Impairmen										
27	Other X														
28															
29	Confidential Data Needs to be Transferred												X		
30															
31															
32	Notes														
33	<i>Please use the space below to record any additional information during your visit to the pupil's primary school. For example, relationships with peers and adults, friendship groups, particular strengths and weaknesses.</i>														
34															
35															
36															

Pupil Number:

A series of lookups ensure that data is understandable